

General Notice-Business

INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

Relocation Assistance Program

General Notice of Relocation Rights

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL #

Displacee No: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

This notice is to inform you that the property you are occupying at INSERT DISPLACEE ADDRESS is scheduled to be purchased by the AGENCY for a transportation improvement project. If the property is acquired as planned, it will be necessary for you to move.

Businesses, farms and nonprofit organizations displaced as a result of this project may be entitled to relocation assistance as generally described in this letter and in the Relocation Assistance Program Brochure which will be given to you. The actual, legal regulations governing relocation assistance are contained in Public Law 91-646 and the implementing regulation found in 49 Code of Federal Regulation (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100.

Qualification Requirements

In order to qualify to receive relocation entitlements, you must be in occupancy of the property on the date the AGENCY makes a written offer to purchase the property. If you move before the offer, you may lose your eligibility to receive relocation assistance payments. To qualify as a business you must meet the definition of a business and claim your income on your taxes. Please contact me prior to moving in order to avoid any loss of entitlements. If you are required to move, you will receive a Notice of Relocation Eligibility, Entitlements & 90-Day Assurance that will explain your relocation entitlements in detail.

According to WAC 468-100-208, any owner of an unincorporated business, farm or nonprofit organization that is an alien not lawfully present in the United States is ineligible for relocation assistance. Any incorporated business that is not authorized to

conduct business within the United States is also ineligible for relocation assistance.

Relocation Assistance Entitlements may include (Documentation is required on all claims):

- Direct Moving Expenses for moving personal property
- Reestablishment Expenses up to \$50,000 for expenses incurred in reestablishing your business operation (cannot be used for new construction or the purchase of capital assets)
- Additional Related Moving Expenses as follows (Documentation will be required):
 - Replacement site search costs (up to \$2,500)
 - Replacing obsolete printed materials
 - Loss (or replacement) of tangible personal property
 - Replacement value insurance for the move
 - Supervision and planning expenses as it relates to the personal property (must be pre-approved)
 - Licenses, permits and certificates (as required to operate the business)
 - Temporary storage up to 12 months (if necessary and pre-approved, request must be in writing)
 - Utility connection to available nearby utilities from right-of-way to improvements at the replacement site
 - Professional services performed prior to the purchase or lease of a replacement site to determine its suitability for your business, including but not limited to, soil testing, feasibility and marketing studies.
 - Impact fees or one time assessments for anticipated heavy utility usage, as determined necessary by the Agency
- Advisory Assistance as follows:

A relocation specialist will be available to answer any questions about your relocation case. You will be provided with assistance in completing claim forms. If you request, we will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites. You should be aware that, ultimately, it is the business owner's responsibility to locate a replacement site.

Fixed Payment (In-Lieu)

Your business may be eligible to choose a fixed payment in lieu of payments for actual moving and related expenses, and re-establishment expenses. Under this option, your business would be ineligible to receive reimbursement for any other relocation expenses. The minimum fixed payment is \$1,000 and the maximum payment is \$20,000. The business must meet certain criteria to be eligible for this payment. Your relocation specialist will be able to help answer your questions regarding the fixed payment.

Occupancy of Property

When appropriate, you will receive a Notice of Relocation Eligibility & 90-Day

Name

Date

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Assurance providing you with the earliest date that you could be required to vacate the property.

Right to Appeal

You will have the right to appeal any determination the AGENCY will make as to your eligibility for, or the amount of, any payment. If you disagree with our determination, you may appeal by simply explaining your grievance in a letter to:

Agency

Attn:

Address

City, State, Zip

We are looking forward to assisting you in any way we can. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALISTS PHONE # AND FAX #

INSERT EMAIL ADDRESS

Acknowledgment of receipt of General Notice of Relocation Rights and Relocation Assistance Brochure

Signature: _____ Date: _____